



OFFICE ASSISTANT LEAD
Forest Practices Division
Recruitment #2007-03-8040

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

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| Job Classification: | Office Assistant Lead |
| Type of Position: | This is a non-permanent six-month position |
| Monthly Salary Range: | \$2,153 – \$2,712 |
| Benefits Package: | Health and dental insurance, retirement pension, vacation, sick leave and holidays |
| Posting Date: | March 16, 2007 |
| Closing Date: | March 30, 2007 |
| Location: | Forest Practices Division, Olympia, WA |

POSITION PROFILE

This position is the designated unit lead worker for the Forest Practices Division Support Staff. This position may assign, instruct and check the work of lower level office support staff. This position also performs complex clerical projects and assignments.

REQUIRED POSITION QUALIFICATIONS

- Demonstrated ability to process state accounts payable, public disclosure requests, annual and sick leave input.
- Ability to schedule meetings and prepare meeting agendas.
- Ability to set up new phone numbers, SCAN cards, and ID cards.
- Personal computer skills with an emphasis in using Word, Excel, Outlook
- Correspondence and filing experience
- Highly accurate, attention to detail
- Earns the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions

DESIRED POSITION QUALIFICATIONS

- Ability to maintain confidentiality
- Ability to handle stressful situations
- Ability to complete time sensitive projects on time
- Adaptability with changing needs/flexibility
- Experience dealing with a wide variety of people
- Results oriented

- Demonstrates an on-going commitment to learning and self-improvement
- Seeks and responds to opportunities to resolve problems, achieve goals, or otherwise advance the organization's business purpose. Takes action based on consideration of the likelihood of success and without fear of negative backlash if the ideas are not be generally accepted by others

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

This position works in the Natural Resources Building in Olympia; in the Forest Practices Division. Office work must be done at an open work station (i.e., "cubicle"); this work station is subject to background noise such as nearby conversations and "white noise" generated by the heating and air conditioning system. Normal work schedule will be Monday – Friday. Occasional travel will occur possibly overnight; vehicle will be available when needed.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications.
Indicate in your cover letter how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- An online voluntary [Applicant Profile Questionnaire](#)

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

| Electronic method preferred | OR other method |
|--|--|
| dnrrecruiting@wadnr.gov | Roberta Searles Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033 |

NOTE: Please indicate Office Assistant Lead, Recruitment #2007-03-8040 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Linda Heckel at (360) 902-1399 or e-mail us at DNRrecruiting@wadnr.gov.

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